



City of Fort Lauderdale

Parking and Fleet Services Department - Parking Division

290 N.E. 3rd Avenue, Fort Lauderdale, FL 33301

(954) 828-3700 Fax (954) 828-3704

Date of Request:

Name: _____

Address: _____

Suite/Apt #: _____

City/State/Zip: _____

Amount Due: _____

License Plate: _____

Make: _____

Appeals Hearing Request:

Citation # _____

Issue Date: _____

Violation Description: _____

Violation Time: _____

Reason for dispute:

☐

I hereby certify that I am the registered owner of the vehicle described above

☐

I hereby certify that I had complete care, control and custody of the vehicle described above at the time of the alleged violation.

PRINT NAME

VIN # - REQUIRED (Appeal Form will be DENIED if the VIN# is not included)

VIN#:

ADDRESS

CITY

STATE

ZIP

YOUR SIGNATURE

Telephone#

DATE

Sworn to and subscribed before me this _____ day of _____

Signature of Notary Public

Commission Expires



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Appeals Information

Pursuant to Section 26-113 of the Code of Ordinances of the City of Fort Lauderdale, Florida, one may appeal a citation that is believed to have been caused by a **defective meter** by appearing in person or via telephone no later than 10:00 a.m. EST the next working day at:

Customer Service Office
290 NE 3rd Avenue, Fort Lauderdale, FL 33301
Telephone (954) 828-3700 or 1-866-296-9028

For any other parking violation an "Appeals Hearing Request Form" must be requested **within 3 working days from the date the citation was issued** by calling or appearing at the Customer Service Office located at the address stated above.

An "Appeals Hearing Request Form" must be completed for each citation and mailed or delivered to our Customer Service Office. For your convenience we have posted the "Appeals Hearing Request Form" online.

INSTRUCTIONS FOR COMPLETING APPEALS HEARING REQUEST FORM

1. Print clearly and complete in its entirety the attached "Appeals Hearing Request Form". If you have any questions **immediately** contact the **City of Fort Lauderdale Parking Customer Service Office** listed above. **THE COURT REQUIRES THE VIN#. PLEASE PROVIDE VIN# ON THE APPEAL FORM OR THE DOCUMENT WILL BE DENIED.**
2. Complete in detail why you believe the citation was issued in error and attach **the original citation** along with any supporting documentation. Select the box, if appropriate, indicating if you are the registered owner or if you were the operator of the vehicle at the time of the violation. Print your name and address, sign and date the form.
3. Residents of Broward, Palm Beach or Miami-Dade County must return the completed form and provide requested information within ten (10) working days from the date the citation was issued.
4. If you do not reside in Broward, Palm Beach, or Miami-Dade County, the form must be notarized and returned within twenty (20) working days from the date the citation was issued.
5. Penalties will continue to accrue until we received your timely appeal form.
6. You will be notified by the City of Fort Lauderdale when your appeal is received. **Failure to return the completed form to this office within the specified time limit will result in your appeal being denied.**
7. If all the criteria have been met, your appeal will be forwarded to the Clerk of Courts Parking Division. The City of Fort Lauderdale will provide you with the Broward County reference number. Once the citation has been forwarded to Broward County Clerk of the Court, the citation will be processed by the Clerk of Circuit Court.
8. When you received your Broward County reference number, all further concerns, payments, inquiries and communications regarding this citation must be addressed to: **Clerk of Courts Parking Division, 201 S.E. 6th Street, Room 220, Fort Lauderdale, FL 33301 Phone number (954) 831-5804.**
9. Upon receipt of the completed "Appeals Hearing Request Form," collection of your citation will not be processed until notice is received on the outcome of your appeal from the Broward County Clerk of Court.
10. The office of the Clerk of Circuit Court will notify you of the date and time of your hearing.

IMPORTANT INFORMATION

- Do not pay your fine at this time if you are appealing it (you will be required to pay the court later if the citation is upheld).
- You waive the right to pay the current amount of the civil fee (parking fine) to the City of Fort Lauderdale when the citation is forwarded to the Clerk of Circuit Court.
- If the citation is upheld, it may be subject to additional fees and costs.